



School Business Alert

New Postings

Frequently Asked Question

Many districts have received these edit messages:

(3-5) According to our tax levy chart the amount reported in Fund 36 Sources 1110 or 1111 must be greater than 0.
 (3-6) According to our tax levy chart the amount reported in Fund 36 Source 1171 must be greater than 0.

Chances are good that if property taxes were recorded in Fund 36, the problem is that Fund 36 was not included in the upload. Be sure to include all funds in the creation of the upload file and that all Fund 36 accounts have actually been tied to Fund 36.

We wanted to make you aware of a few new postings that may help with the preparation of the Certified Annual Report (CAR).

Under School Business & Finance / Accounting & Reporting / Uniform Financial Accounting, we have posted:

- Updated Iowa Chart of Account Coding – the codes did not change, but we had inadvertently left some of the balance sheet accounts out of the beginning "updates by month."

Under School Business & Finance / Accounting & Reporting / Certified Annual Report (CAR), we have recently updated and posted:

- 2010-11 Commodities – the DE's Bureau of Nutrition, Health and Transportation Services has provided us with the amounts for each district's commodities. If these numbers are incorrect, contact Jane.Heikenen@iowa.gov (515-281-4753) or Dean.Flaws@iowa.gov (515-281-4032). If the numbers are adjusted, they will contact us so we may adjust the CAR tables.
- 2010-11 Sources for Local Projects – the revenue matching is provided for LEP, HSAP, Weighted-at-Risk, TAG, and At-Risk Dropout Prevention (111x source codes). Revenues for these items do not need to be coded separately as they are State Aid, SBRC Authority or required local match. Expenditures and restricted fund balances must be tracked by using the appropriate project code.

Accessing FY 11 Financial Information

Be reminded that your local auditors can access all FY11 financial payment information from the Department simply by going to the EdInfo site (edinfo.state.ia.us), typing in FY11 in the login, then on the next page type in the name of the school district in the box "Enter Headquarter Number or Name" and click "go". If a payment does not appear on that list, it was a distribution of funds that was not managed by the Department of Education.

If you are not receiving the automated email notifying you of a deposit of funds or if you want others in your district to receive those notices, please contact Jeff Berger at jeff.berger@iowa.gov or (515) 281-3968.

Fund Interest

Please be reminded that you cannot accrue interest on federal funding. If you are earning interest on these funds, here is the previous information related to interest on these funds:

Per 34 CFR Subtitle A (7-1-03 Edition) Section 80.21(i) Authority: 20 U.S.C. 3474; OMB Circular A-102, interest earned on Federal advances deposited in interest bearing accounts shall be remitted annually to the US Department of Health and Human Services, Payment Management System, Rockville, MD 20852. Please note the CFDA number to which the interest earned applies. On each CFDA number, if the amount of interest earned is **\$100** or less annually, that amount may be retained by the recipient for administrative expense.

School Business Alert

School Business Official (SBO) Authorization

Beginning July 1, 2012, each district must have an authorized school business official (SBO). This person is identified as one who performs, supervises and is responsible for the overall financial operations of the local school board. Each district will identify the person(s) who meet these requirements, or could potentially meet these requirements, by June 30, 2012. These individuals may "grandfather" and receive the SBO authorization by completing the required procedure through the Board of Educational Examiners (BOEE).

The BOEE has posted the application that must be completed for those people who have been determined by their districts to be the district's SBO. The application for the **School Business Official (SBO)** is now on the BOEE's web site (<http://www.boee.iowa.gov/>) under **Apply for a License**. If you open the application you will see:

- The applicants checklist
- The application for the authorization
 - Note that Section II must be signed by the district superintendent
 - Note the July 1, 2012, deadline
- The renewal requirements are included with the application.

- The authorization is valid for three years from July 1, 2012, plus the number of days to the end of their birth month
- Everyone granted this authorization must meet the renewal requirements prior to the expiration date
- Note the waiver conditions at the bottom

Filing with the BOEE consists of an application, signing a waiver, fingerprinting, and paying a fee. Methods by which to fingerprint (in preferred order):

- At the BOEE (Grimes Building – 3rd floor) by appointment, cost is \$52. Call 515-281-3245 to make appointment.
- At the Fall 2011 and Spring 2012 IASBO conferences. Cost is \$65.
- Request a fingerprinting packet from BOEE (515-281-3245) or online at the following link: <http://www.boee.iowa.gov/FPPktReq.html>. Get fingerprinting done by local authorities. Cost is \$65 to BOEE plus additional local cost for fingerprinting. This method takes the longest to process.

We encourage anyone in the Metro area or coming to the Capitol Complex to come into the Grimes Building for fingerprinting. Many SBOs come for meetings, SBRC, CAR-SES Advisory, Finance Round-table, etc., and can take advantage of not waiting in line at conferences. This will allow those that rarely get to central Iowa the opportunity to take advantage of the BOEE's presence at conferences.

Although by law, an SBO that "grandfathers" has until June 30, 2012, to file for an authorization, the recommended latest filing date is May 1, 2012. If a district does not have an authorized SBO in place on July 1, 2012, the BOEE can file a complaint of unethical practice against the superintendent's license for not having a valid, authorized SBO.

August 2011

ARRA Funds Update

As of June 2011, most American Recovery and Reinvestment Act (ARRA) funds were fully disbursed to you as subrecipients. This note summarizes some details worth noting as funding disbursements are completed.

Final Date for Spending
ARRA funds in the following categories must be obligated for activity that will have occurred on or before September 30, 2011. These ARRA funds cannot be spent on any activities that occur after that date.

ARRA Education
Stabilization – State Aid (FY09, FY10, & FY11)
ARRA Education Stabilization – Instructional Support (FY10)
ARRA Education Stabilization – Professional Development (FY10)
ARRA Government Services Stabilization – State Aid (FY11)
ARRA Title I – Basic Grants
ARRA Homeless Youth Grants
ARRA IDEA Part B Grants
ARRA IDEA Part B Preschool Grants
ARRA IDEA Part C Grants
ARRA EETT Technology Grants

Because of exceptions in the federal regulations, if you are a grant subrecipient in the following funds, the September 30, 2011, deadline does not apply:

ARRA Title I – School Improvement Grants
ARRA Iowa Teacher Quality Partnership Grant

Ed Jobs Fund
The Ed Jobs funding has many similarities to ARRA funding, but is technically not ARRA funding. The deadline to spend Ed Jobs funds is September 30, **2012**, meaning that these funds must be spent on activities that occur on or before that date.

Quarterly ARRA Section 1512 expenditure and jobs reporting

Quarterly reporting continues until funds are expended locally. The last fund disbursements occurred in mid-June, 2011. This means as soon as you fully expend these funds and mark a report as 100 percent expended, you will not get that report back.

You may mark a report as 100 percent expended

even if you don't quite have all of the cash disbursed or bills paid. Many of you closed reports this last reporting quarter and the rest should be closed at the end of September, since the grant period expires September 30, 2011.

Local Staff Transitions and Electronic Communication from the DE

As you know, much of the Department's communication is done via e-mail. I am very pleased that this allows us to provide timely communication and has been a cost savings to the Department.

Every attempt is made to keep the superintendent, business official, and other distribution lists up-to-date. To assure that all districts continue to receive e-mails, please update your records in EdInfo, as well as send notes back on any emails that are being sent to individuals that are no longer there.

Facilities, Elections and Sales Tax Report

In recent previous years, the Facilities, Bond, PPEL Elections report was due on July 15. This report is taking on a new look and due date, because of new legislation requiring information about Sales Tax in each district. This report will be called Facilities, Elections and Sales Tax and will be due on September 30. Most of the financial information for sales tax will be pre-populated from CAR information. For more information on this report, contact Gary Schwartz, 515-281-4743 (gary.schwartz@iowa.gov).

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